

STATE OF SOUTH DAKOTA
OFFICE OF PROCUREMENT MANAGEMENT
523 EAST CAPITOL AVENUE
PIERRE, SOUTH DAKOTA 57501-3182

**Conduct Survey on the Uninsured
Vendor Questions and Responses**

PROPOSALS ARE DUE NO LATER THAN AUGUST 2, 2021 BY 5:00 PM CDT

RFP #2442

BUYER: Office of the Secretary
Department of Social Services

POC: Dawson Lewis
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Q1: RFP 2442, Section 1.11 LENGTH OF CONTRACT states, "The State is seeking proposals for the timeframe necessary and will negotiate the duration of the contract with the selected vendor. The contract will not exceed more than five (5) months duration. There will be no opportunities for extension." What is the anticipated timeframe for submission of the offeror's draft report and survey to the Department of Social Services Office of the Secretary?

A1: The offeror's draft report and survey will be due to the Department of Social Services Office of the Secretary by November 15, 2021.

Q2: Can we propose a Cost Plus Fixed Fee Contract type?

A2: It is a fixed bid contract.

Q3: What subgroups is the DSS most concerned about to attain accurate estimates from?

A3: Refer to Attachment B.

Q4: Are there geography sub-regions you want to accurately represent? If yes, which sub-regions are they?

A4: Refer to Attachment B.

Q5: The RFP states: "Comparative data among those aged 19-64 including employment levels..." and "Total number of potential Medicaid expansion population to be categorized as follows: Breakout by age 19-24, 25-34, 35-44, 45-64 *" Should the sample only include those 19-64 years of age?

A5: No. The survey should include response information for individuals of all ages. The information requested under Section 3.1.6.4 is to provide insight into the potential Medicaid Expansion population within the larger population of uninsured South Dakotans.

Q6: Can you provide the 2015 methods report?

A6: Refer to Section 1.1. The successful offeror will be provided with copies of the 2011 and 2015 survey information.

Q7: Can you provide the 2015 questionnaire?

A7: Refer to Section 1.1. The successful offeror will be provided with copies of the 2011 and 2015 survey information.

Q8: What was the 2015 contract value?

A8: \$130,570.00

Q9: Is the 2021 survey in English-only, or do you want surveys conducted in Spanish or other languages?
A9: The prior surveys were conducted in English. Offerors should propose any suggested additional languages in their proposal.
Q10: What level of effort will you require from the contractor for survey design guidance?
A10: The offeror will utilize the survey questions as written in Attachment B.
Q11: Do you anticipate making any changes to the questionnaire that is included in Attachment B, and if yes, what are the changes?
A11: The offeror will utilize the survey questions as written in Attachment B.
Q12: Were pre and/or post incentives used in the 2015 survey, and if yes how much for each?
A12: No incentives were used in the 2015 survey.
Q13: The RFP states: "Provide the following information related to at least three previous and current service/contracts." Is this 3 total (3 previous or 3 current)?
A13: Provide information listed in Section 4.4 for at least three total clients that you have contracted with, prior or current.
Q14: How many open-ended questions are in the 2021 instrument?
A14: Refer to Attachment B which includes all survey questions.
Q15: Has DSS conducted a survey on similar content using collection modes other than telephone since 2015 to determine mode effects? If yes, what data collection modes were used?
A15: DSS has not utilized collection modes other than telephone.
Q16: Are there requirements for the number of households that complete the survey?
A16: Our expectation is that a representative sample of the population is utilized.
Q17: Did the 2015 survey, with ~2,500 household completes, provide sufficient data to answer all research questions?
A17: Yes.
Q18: If no, which research questions were you unable to answer?
A18: N/A
Q19: Can bidders submit a redacted version in PDF that removes all proprietary information?
A19: Refer to Sections 1.10 and 5.2.2.
Q20: What do you mean by 'demonstrate familiarity with the locale in which the project(s) due to be implemented' (p. 6-7) and 'familiarity with the project locale' (p. 8)? Should we demonstrate previous experience with the state of South Dakota?
A20: Offerors should submit information that demonstrates previous or current experience in working with the State of South Dakota.
Q21: Submittal via SFTP - when do you expect to provide the bidders requesting SFTP folders with the passwords and login information?
A21: Offerors requesting SFTP folders will typically be sent password and login information within 2-3 business days following the request.

Q22: Does the state have a projected budget intended for this work?
A22: No. However, proposals will be evaluated against the criteria specified in Section 6 of the RFP, one of which is cost.
Q23: Does the state have specific goals for total number of surveys completed, surveys completed among specific sub-populations, or desired confidence estimates for any populations?
A23: 2,500 households were surveyed in 2011 and 2015. Respondents may propose a different sample size but should provide justification as the appropriateness of the sample size, including any expected impact a smaller sample would have on the ability to identify statistically significant differences in sub-populations (e.g. Medicaid expansion population) from prior surveys.
Q24: As the submission is an electronic submission, we understand this to mean submitting a PDF organized with tabbed labels, as noted in Section 5.2, is not a requirement for the submission. If it is, please explain who that would be accomplished with an electronic version of a PDF document.
A24: That is correct. Tabs are not needed with an electronic version. Some vendors create a bookmark enabled table of contents to allow a viewer to jump to that part of the proposal, but that is optional.
Q25: When submitting the PDF file, section 5.2 states that the PDF document should be organized and tabbed as such: 5.2.1 RFP Form. 5.2.2 Executive Summary. 5.2.3 Detailed Response. 5.2.4 Cost Proposal.
As the submission is electronic does this indicate that the you would like a PDF document for each heading or one PDF document including all of the headings?
A25: Please create one PDF.
Q26: What is the funding source/s for this project?
A26: Funds available to the Department of Social Services.
Q27: Who were the contractors for the 2011 and 2015 survey projects?
A27: Market Decisions Research.
Q28: Was the survey data collection method for the previous projects phone, mail, web, or a combination of these?
A28: Prior projects utilized phone calls for data collection, both landline and cell.
Q29: We assume all Computer Assisted Telephone Interviewer (CATI) or Web Survey questionnaire programming will be done by the contractor awarded this contract. Is this correct?
A29: If CATI or Web Surveys are utilized, the programming would need to be done by the contractor.
Q30: We assume all sample acquisition required to conduct interviews will be purchased by the contractor awarded this contract. Is this correct?
A30: Yes, this is correct. The contractor will be responsible for securing the sample.